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FRC 2023-24 Team Briefing



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FRC Season 2023-2024

- Booster Accounts and how to use them
- Upcoming Calendar of important deadlines
- Upcoming Calendar of Workshops and Events
- District status update
- Kickoff this season
- Participation Fees

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Training on how to use Expensify for Reimbursement from FirstWA Booster Account



Login to Expensify (expensify.com)

Expensify

<  nelsonc834@edmonds.wednet.edu







Welcome back! Please enter the magic code sent to your login. It should arrive within a minute or two.

Magic Code

Request new code in 00:13 [Sign In](#)

By logging in, you agree to our [terms of service](#) and [privacy policy](#).

The expense management app that does it all, for every business.

-  Track receipts
-  Manage expenses
-  Corporate cards
-  Reimburse employees
-  Send invoices
-  Pay bills

Save yourself, your team, and your company time and money. Get started with Expensify today.

A Magic Code will get sent to your email every time you login. There is no Password.

Check your Settings to make sure you are billing to Jennifer Thompson

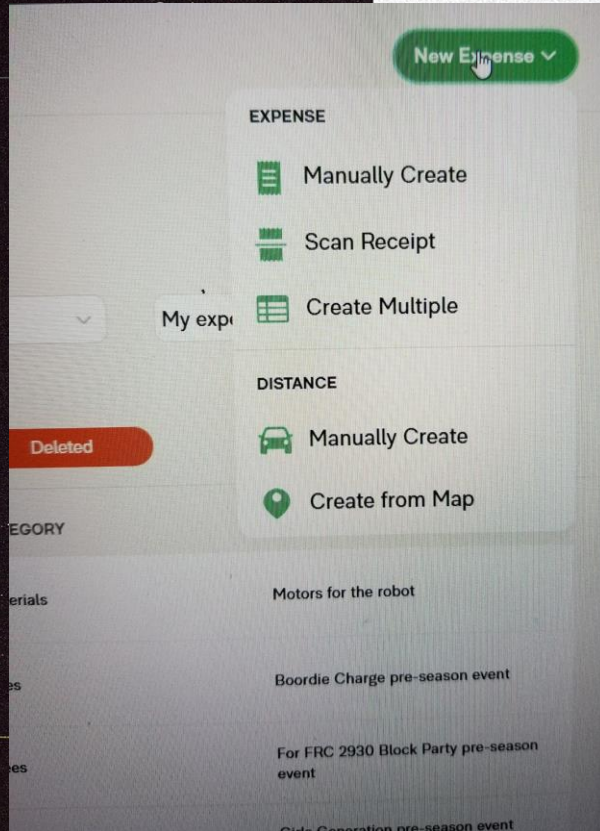
The screenshot displays the Expensify app interface. On the left, a dark sidebar contains navigation icons and labels: Home, Expenses, Reports, Insights, Settings (highlighted with a green gear icon and a hand cursor), and Support. To the right of the sidebar, a sub-menu is open, showing 'Account' and 'Workspaces' (which is selected with a green vertical bar). The main area is titled 'Workspaces > Group'. It features a table with columns: TYPE, WORKSPACE, and BILLING OWNER. The table lists two workspaces: 'Booster Reimbursement' with a 'Make' button, and 'FIRST WA Boosters' which is highlighted with a green border and a green checkmark icon. The billing owner for 'FIRST WA Boosters' is Jennifer Thompson.

| TYPE | WORKSPACE | BILLING OWNER |
|------|-----------------------|-------------------|
| | Booster Reimbursement | ROB'N T VAZQUEZ |
| | FIRST WA Boosters | Jennifer Thompson |

If you didn't use Expensify before, you will only see one Policy (now called Group)

Click on Expenses, then New Expense on upper right

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A screenshot of the 'New Expense' form in a mobile application. The form has three tabs at the top: 'Expense' (selected), 'Distance', and 'Multiple'. The 'Expense' tab contains the following fields: 'Merchant' (text input with placeholder 'Merchant Name'), 'Date' (date picker showing '2023-10-15'), 'Total' (text input), 'Currency' (dropdown menu showing 'USD \$'), and a checkbox labeled 'Reimbursable' which is checked. Below these fields are three more sections: 'Category' (text input with placeholder 'Type to search...'), 'Attendees' (text input showing '2 You'), and 'Description' (text input). At the bottom, there is a 'Report' dropdown menu showing '(automatic)'. On the right side of the form, there is a purple receipt icon with a green plus sign.

I usually use Manually Create and enter the info. If you scan your receipt some info can be filled in.

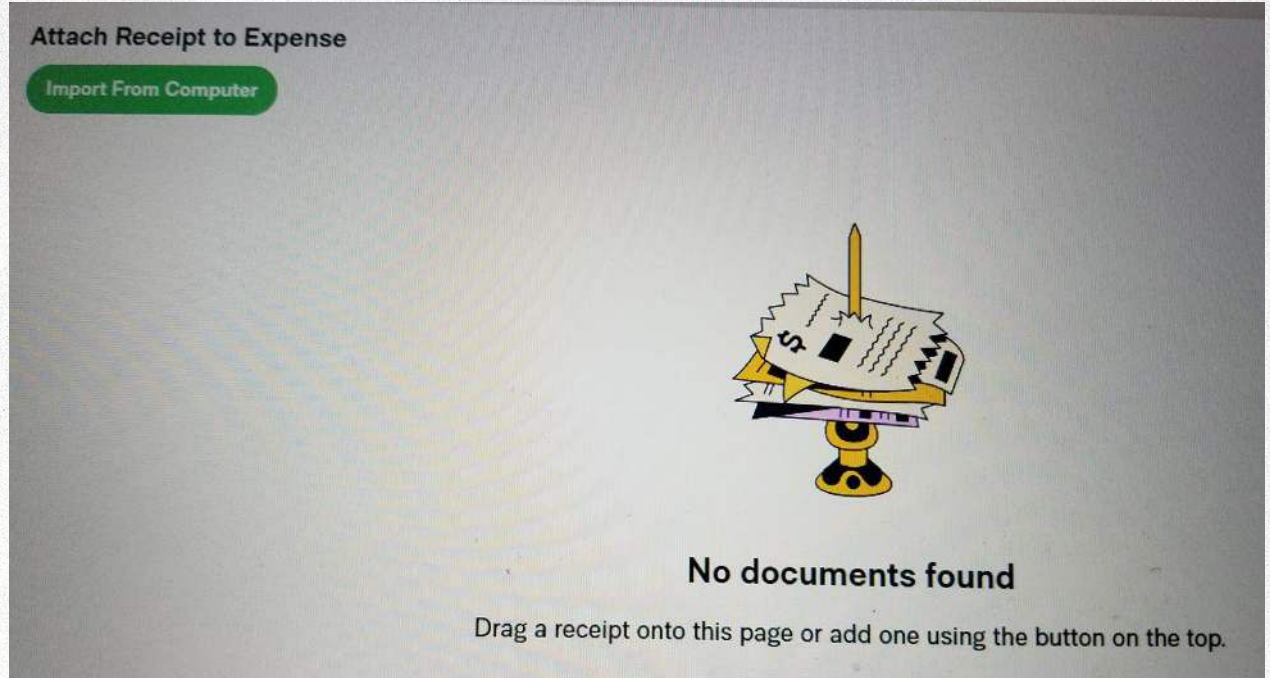
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Add the Receipt



I usually save a copy of the receipts in our team's Shared Google Drive so they know what I got reimbursed for.

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To get Reimbursed, click on Reports, then New Report

It will add all unsent Expenses to your Report.

When you click on Submit, it will show who it is going to.

You should make sure the Team Name and Number is the one for the Reimbursement that you are working on.

The screenshot shows a web browser window with the URL `expensify.com/report?param={"pageReportID":"403350460560658","keepCollect`. The browser tabs include "link for Expe...", "Edmonds School District - Calen...", and "Google Contacts". The main interface features two green buttons at the top: "Submit" (with a hand cursor icon) and "Add Expenses". Below these is a form with the following fields: "To" (with a dropdown arrow) showing "Brian Blomquist", "CC" showing "nelsonc834@edmonds.wednet.edu", and "Memo" (empty). There is a checkbox labeled "Attach PDF" which is checked. A green "Send" button is located at the bottom right of the form. Below the form, a summary line reads "Cynthia Nelson \$571.47". Underneath this, there is a section with a profile icon, "From Cynthia Nelson", a calendar icon, "Date Jun 9, 2023", and two input fields: "Team Name" with the value "Royal Robotics" and "Team Coach" (empty).

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You can see the status of your Reimbursement Report by clicking on REPORTS on left side

reports

Reports

New Report

Hide Filters 1 Reset

From To

Report ID, name, or email All report types All submitters FIRST WA Boosters

Open Processing Approved Reimbursed Closed

| NAME | TOTAL | POLICY | FROM | TO | SUBMITTED |
|---|------------------------|-------------------|----------------|-------------------|--------------|
| <input type="checkbox"/> WITHDRAWING Cynthia Nelson 2023-10-06 16:50:51 \$149.32 | Reimbursed \$149.32 | FIRST WA Boosters | Cynthia Nelson | Jennifer Thompson | Oct 6, 2023 |
| <input type="checkbox"/> CONFIRMED Cynthia Nelson 2023-10-03 20:35:09 \$600.00 | Reimbursed \$600.00 | FIRST WA Boosters | Cynthia Nelson | Jennifer Thompson | Oct 3, 2023 |
| <input type="checkbox"/> CONFIRMED Cynthia Nelson 2023-09-11 08:12:25 \$311.36 | Reimbursed \$311.36 | FIRST WA Boosters | Cynthia Nelson | Jennifer Thompson | Sep 11, 2023 |
| <input type="checkbox"/> CONFIRMED Cynthia Nelson 2023-07-31 16:47:44 \$161.64 | Reimbursed \$161.64 | FIRST WA Boosters | Cynthia Nelson | Jennifer Thompson | Jul 31, 2023 |

2023 FRC Deadlines and important dates

- 10-26-23 9:00 am District 3rd play and unrestricted Regional registration opens
- 11-7-23 9:00 am Inter-district registration opens
- 11-13-23 9:00 am All event registration closes
- 11-20-23 Invoices sent out
- 12-8-23 Registration Secured Deadline

2023 FRC Calendar of Workshops and Events

- FRC Workshops hosted by SOTABots 2557: Nov 18
 - Watch your future PNW FRC email blasts for details
- Host a workshop in your area!
- FRC Coaches Chats
 - Nov 16
 - Dec 14

Status of the FRC District

- We currently have 128 teams registered this year (and are working on getting 1 more registered!)
- We are holding 8 district events
 - With these numbers, event capacity will be 32-36 teams
- District Championship will be at Veterans Memorial Stadium in Portland, OR April 3rd – 6th, 2024

2024 PNW FRC Event Calendar

| Venue | Where | When | Week |
|--------------------------------|---------------------|---------------------|------|
| Clackamas Academy (CAS) | Oregon City, OR USA | Feb 29- Mar 3, 2024 | 1 |
| Glacier Peak High School (GPK) | Snohomish, WA USA | Mar 1-3, 2024 | 1 |
| Oregon State Fairgrounds (OSF) | Salem, OR USA | Mar 7-9, 2024 | 2 |
| Auburn High School (AHS) | Auburn, WA USA | Mar 8-10, 2024 | 2 |
| SunDome (SUN) | Yakima, WA USA | Mar 14-16, 2024 | 3 |
| Bonney Lake High School (BLK) | Bonney Lake, WA USA | Mar 15-17, 2024 | 3 |
| Wilsonville High School (WIL) | Wilsonville, OR USA | Mar 21-23, 2024 | 4 |
| Sammamish High School (SAM) | Bellevue, WA USA | Mar 22-24, 2024 | 4 |
| PNW District Championships | Portland, OR USA | Apr 3-6, 2024 | 6 |

Be sure to register for a kickoff location!

- **EVERY team** needs to register for a kickoff
- All kickoff locations will have a viewing party
- *Teams can choose to just pick up their kit at a kickoff location and not watch the video*
 - *Please communicate with your kickoff coordinator if you only plan to pick up your kit*
 - *Make sure to fill out a surrogate form if your are not sending one of your 2 lead contacts to pick up your kit*
- *Teams will be charged this year if they choose to be a My Site*
 - *If you choose My Site as your option, **your kit will arrive 1-2 weeks after kickoff***

2024 PNW FRC Kickoff Locations

| Venue | Where |
|-------------------------|---------------|
| Auburn High School | Auburn, WA |
| Everett High School | Everett, WA |
| Oregon State University | Corvallis, OR |
| Skyview High School | Vancouver, WA |
| Wapato High School | Wapato, WA |
| West Valley High School | Spokane, WA |

Lets talk about event preferencing

- Lots of coaches were confused this year so lets review it quickly now
- During the first event preferencing window **you are preferencing for just one event**
 - You can prioritize multiple events if that is what you want to do
 - Waitlist
 - You will end up on the waitlist for the **last** event in your ranked order unless you say otherwise
 - If you would like to be put on the waitlist for an event, there is no point selecting event preferences after that
 - Many spots are taken up with home event preferencing so if you pick an event other than your home event, you will likely be put initially on the waitlist
- When the second event preferencing window opens, **everyone must preference for a second event**
 - Your choices become very limited if you don't preference within the window

About Third Plays

- Third plays cost \$1,000 and do not count for points
 - You can still win awards at third plays, but no points for awards (you earn points for your first two chronological events, regardless of the order you registered for them)
 - Registration opens 10-26-24
- You have the option of doing a third play in another district
 - Registration opens 11-7-24
 - These are assigned last after all inner district plays have been assigned
 - Inter-district plays do not qualify for any awards or points
 - Inter-district play does not affect the chronological order of your events
- You have the option of doing a third play at a Regional Event
 - Registration opens 10-26-24
 - You will pay the full cost of an additional Regional (\$3000)
 - Regional play does not qualify for points
 - You can receive SOME awards at a Regional
 - You can not qualify for Championships at a Regional
- Teams will receive a separate invoice for third, regional or inter-district play from FIRST Washington.

Third Play Registration

We have 3rd plays available at 2 events:

- Oregon State Fair week 2
- SunDome week 3

IF you are already registered for Oregon State Fair or SunDome AND there is capacity at another event, you MAY be able to register for that event. Email me and we can talk about it. Things are very full so there is not much space this year for 3rd plays

PNW District participation fees

- The participation fee this year is \$13,000
 - **DON'T PANIC! Breathe.... Ahhhh.....**
- *FIRST* Washington and ORTOP are fundraising on your behalf right now! We have raised most of the difference already
- Keep in mind, the funds you are receiving are coming from ORTOP and *FIRST* Washington. We list the donors on the invoices since we follow donor intent so that you know where the funds originated.

Invoices will be processed after *FIRST* registration closes, the week of 11-13

- We plan to send invoices out by **Monday, 11-20-23**
- Invoices will be sent to the person designated on the registration form
- The invoices will come from accounting@firsttwa.org
- If the invoice needs to go to someone else, you need to forward it to them.

Have your students & parents join our mailing list

- To keep updated as to what is happening in the PNW FRC World
- So you don't have to remember to relay important information!
- The information is more community based (social events, workshops, outreach opportunities, scholarship opportunities, internship opportunities)

You can sign up from our blog page here: <https://firstwa.org/frc-blog/>

General questions are now welcome

- Ask us anything you need help with!
- Chat with your fellow coaches to collaborate/commiserate


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2023-2024 SEASON